



**St Elizabeth Ann Seton**  
CATHOLIC CHURCH & SCHOOL

# Facility Use Priorities and Guidelines

Building Community for Christ

**St. Elizabeth Ann Seton Catholic Church**  
**2016 Willis Lane**  
**Keller, TX 76248**  
**817-431-3857**

# Introduction

In this document you will find:

- Our Mission, Vision, and Core Values
- What is a Ministry
- Ministry Priority Level
- Communications Request
- Safe Environment
- Guidelines and Rules For Reserving Space
- Leadership Guidelines
- Diocesan Guidelines

# SEAS Mission, Vision, and Values

## Mission:

Form Missionary Disciples who have an intimate relationship with Jesus Christ through Prayers, Sacraments, Fellowship and Charity.

## Vision:

Set the world on fire for Christ, by leading people into a deeper personal relationship with God.

## Values

- Prayer
- Tradition
- Service
- Discipleship
- Community

# What is a Ministry?

A Ministry is considered an organized group dedicated to bringing the fruits of the spirit (charity, joy, peace, patience, kindness, goodness, generosity, gentleness, faithfulness, modesty, self-control, chastity) to others. The ministry's purpose should be driven by discovering or cultivating the spiritual life of others through formation or service.

# SEAS Priority Focus

1

Discover

2

Cultivate

3

Serve

4

Fellowship

5

Unaffiliated

# Ministries

	Level 1	Level 2	Level 3
Discover (Liturgy)	Mass, Recociliation, Adoration, Sacraments, Weddings, Funerals, Vocations, Diocesan- Bishop	Music, Illuminate, Holy Hours	Acolytes, Altar Servers, Extraordinary Ministers, Lectors
Cultivate (Education)	Elementary RE, TLC, CGS, Youth Ministry, Holy Grounds (YA), RCIA, RCIC, Christ Life	SEAS School/Sports, Walking with Purpose, Literature as Prophecy, Dcn Petzold Bible Study	Lectio Divina (English & Spanish) Wednesday Bible Study, NFP, Marriage Prep, Diocesan activities,
Serve	Outreach/Baby Closet, Hospitality, Guardians, Seton Flock, Visitation Ministry	Grief Share, Stephen Ministers, Gabriel Angels, Mary's Angels, Respect Life	Mission Council, Financial Peace University
Fellowship	Parish events	Seton Moms, ARC, MAPS, KoC, Millions Of Monicas, CDA	Faithful Friends, Ladies Guild, Knitting Group, Military Ministry, Schoenstatt Ministries, AHG, Troops of St George, Homeschool

# Ministries

	Level 1	Level 2	Level 3
Descubre (Liturgia)	Misa, Adoración al Santísimo Sacramento, Sacramentos: Matrimonio, Reconciliación (confesión), funerales, vocaciones, Necesidades diocesanas y del Obispo	Música/Coro, Adoración nocturna al Santísimo Sacramento (illuminate)	Servidores del altar: Acólitos, Ministros Extraordinarios de la Eucaristía, proclamadores, hospitalidad/colecta
Fórmate (Educación Religiosa)	Catecismo de K-6º grado, Educación Especial (TLC), Catequesis del Buen Pastor (CGS) Grupos Juveniles (7º-12º grado) RICA (Rito de Iniciación Cristiana para adultos) Vacaciones de verano (1º-6º grado)	Escuela SEAS / Deporte, Quinceañeras, Grupo de Evangelización Matrimonial "Sagrada familia, Esta es Nuestra Fe	Lectio Divina, Grupo Guadalupano, Talleres de Oración y Vida, Cursillos de Cristiandad
Sirve	Centro de ayuda a la comunidad (Outreach) / closet para bebés, Hospitalidad, Seguridad, Limpieza de la iglesia (Seton Flock), Ministerio de la comunión y visitación	Grief Share, Stephen Ministers, Gabriel Angels, Mary's Angels, Respect Life	Misión Honduras, Financial Peace University, Ministerio de La Divina Misericordia a los Encarcelados
Comunidad	Eventos parroquiales	Seton Moms, ARC, MAPS, KoC, Millions Of Monicas, CDA	Faithful friends, Ladies Guild, Knitting Group, Military Ministry, Schoenstatt Ministries, AHG, Troops of St George

## Parish Events:

- Fall Fest
- Trunk or Treat
- SEAS Feast Day
- Chili Cook-Off
- Egg Hunt

## Unaffiliated Groups:

This is categorized as any group that requests to use space at SEAS but does not align with our ministry approval guidelines.

Space for such groups will be reserved on a as space is available basis and after taking care of the needs of all ministries first. These groups must complete the Unaffiliated Organization Agreement.

St. Elizabeth Ann Seton is a very active parish with not only a school, but many organizations and ministries. We are experiencing increasing demands for a limited supply of facilities, which means that requesting users may not always get what is requested. SEAS reserves the right to schedule facilities for the most efficient use of space and utilities.



# Communications Request:

**Want to get the word out about your event? Fill out a Communications Form!**

*Go to [seascc.org](http://seascc.org) and find the “Need Help?” tab at the top of the page.*

*Click “Communication Request” and fill out the form.*

## **Please note the following criteria:**

- All items are due a minimum of 10 days prior to print.
- Due to workload demands, last minute requests cannot be honored.
- Due to space limitations, we cannot always guarantee that your communication request will be posted in the bulletin.
- We only accept communication requests for our own parish and diocese.
- Pulpit announcements are subject to approval.
- Our average advertisement length is 2 weeks prior to your event start date or 2 weeks prior to the date that registration for your event opens.
- We have moved away from advertising with graphics and flyers and towards a text/photo based publication on all platforms. Please provide your logo (if applicable) and your event details.

***If this event is on our SEAS campus, please be sure to also submit a “Facilities Request ” form, also found under the “Need Help?” tab.***

## **Signage:**

Unauthorized or unapproved signage used for advertising including yard signs, flyers, banners, foam boards, cards, etc are subject to removal from campus grounds. To get approval for any of the above materials, please email [\*\*communications@seascc.org\*\*](mailto:communications@seascc.org)

***Have questions? Reach our team at [communications@seascc.org](mailto:communications@seascc.org)***

# Safe Environment Requirements

## **ADULTS (18 yrs. +)**

1. Completion of the Volunteer Ministry Application, including the names and contact information of 3 (non-family member) references, who will be contacted.
2. Signed Authorization for Release of Information form.
3. Completion of the National Criminal Search including Sex Offender background check.
4. Successful completion of the Protecting God's Children class.
5. Behavior Standards for All Clergy, Religious and Lay Ministers

## **TEENS (14 yrs to 17 yrs)**

1. Attend a Teen Leader Training Safe Environment class.
2. Complete a Code of Conduct.
3. Complete a Youth Ministry Volunteer Application including the names and contact information of 2 references, who will be contacted.
4. Must attend Empowering God's Children class yearly. The Empowering God's Children class is given through the Catholic School and Religious Education. Parents can teach the class at home through Virtus. You will need a password and ID to make a profile.

## **PRE-TEENS (11 to 13 yrs.)**

1. Parents must sign a release authorization permission for the children to volunteer.
2. Parents must teach the "Educational Program for Pre-Teen Volunteers" booklet to their child.
3. Pre-teen must complete and sign the Teen Leader Code of Conduct Agreement form.
4. Parent must complete and sign the Certificate of Attendance and return the top of the form.
5. Must attend Empowering God's Children class yearly. The Empowering God's Children class is given through the Catholic School and Religious Education. Parents can teach the class at home through Virtus. You need an ID and password to make a profile.

Suzanne Lynch  
Safe Environment  
Coordinator 817-623-2430  
slynch@seascc.org

# Facility Approval Guidelines

- All groups will be assigned a Parish Liaison.
- All requests throughout the year to use ANY facility must be submitted on the Parish Facility Scheduling Request Online. The staff will use the eSPACE program.
  - The online form can be found here: <https://seascc.org/need-help/facility-request/>
- The Facility Scheduling / eSPACE request must be submitted at least ten business days in advance of the event.
- The parish reserves the right to not consider any request that is not submitted within this timeframe.
- Scheduling late due to lack of planning will not automatically be approved.
- Unforeseen events will come up. But, as a general rule, we do not want to punish an organization by cancelling their event for a lack of planning by a group with a higher priority.
- For requests on a recurring basis, please complete one Facility Scheduling Request form and attach with it a list of all the dates requested. If there are changes in times, etc. from one event to another, then a separate
- Facility Scheduling Request should be completed for each date.

## Notification

The Parish Liaison or Facility Scheduler will notify all users with the results of their requests as appropriate.

## **Athletics**

As stated in the Priorities paragraph above, the use of athletic fields is given to SEAS school's sports teams for their practices and games.

Athletic practices or games for any organization not affiliated with SEAS school and parish will be considered on a case by case basis.

Athletic teams, though they may be coached by a parishioner/parent of a former/current SEAS student, or consisting of former/current SEAS students, not playing as part of the SEAS school class league play, are considered to be non-SEAS teams and an unaffiliated organization. This also includes club, select or private teams. Per diocesan policy, these teams must furnish SEAS with a Certificate of General Liability Insurance in the prescribed amounts naming SEAS as additional insured.

The Diocese, who also uses the parish facilities for league games, and SEAS school are both required to provide the parish timely notice of their game schedules, cancellations or changes to their schedules.

## **DEPOSITS**

If any user of our facilities fails to follow our facility guidelines by not cleaning up or cause other problems, the parish may require that the user make a deposit for future event requests and reserves the right to revoke facility use privileges.

## **FOR-PROFIT ORGANIZATIONS and INDIVIDUALS**

As a tax-exempt organization, we do not permit a "For Profit" user to use our facilities. This includes arrangements to offer free classes, seminars, meetings, etc. to parishioners and/or offer a rebate to the Parish.

## **CONTRACTS / AGREEMENTS**

The Contract for Use of Facilities (Enclosure 2) may be required for special events.

The Unaffiliated Organization Agreement (Enclosure 3) is required to be signed annually by any organization, if permitted, to use our facilities but is not sponsored or supported by the parish.

## **INSURANCE.**

Parish-sponsored organizations (Seton Mom's, M.A.P.S.) for example, as well as parish sponsored events, are covered through our parish insurance.

Non-parish organizations and groups, such as the Knights of Columbus, Schoenstatt, Catholic Daughters, etc. (unless Charter members of the parish) need to have liability insurance provided to the parish by their sponsoring organization in the form of a Certificate of Insurance, naming both the Diocese and St. Elizabeth Ann Seton as additional insured's to their coverage by an endorsement to their policy. This is normally turned in with the annual Unaffiliated Organization Agreement, and is a prerequisite to using any parish facilities.

To apply for coverage, a Special Events Application form (Enclosure 4) must be completed and sent to the parish Facility Scheduler, with payment, at least 21 days prior to the event.

## **ALCOHOL**

The Diocese policy on the use of alcohol is at Enclosure 5. This policy outlines the minimum regulations for when beer or wine is permitted.

We require that any individual, family, or organization who uses the parish facilities must complete a Contract for Use of Facilities and provide the parish proof of coverage in the amount of \$1,000,000 (minimum) and name the parish and the Diocese of Ft. Worth, its employees and volunteers, as additional insured's if alcohol is served. As above, Special Events Coverage is available if the sponsor is unable to provide the Certificate of Insurance.

Also, if the special event is BYOB, the alcohol must be served from a bar by a bartender. Other than what is mentioned in Diocesan policy, alcoholic beverages of all types are strictly prohibited.

## **POLICE**

If alcohol is used, the parish will contact and schedule off-duty policemen for the event. All users, including the parish and school organizations, will pay for this at the rate charged to the parish. Police presence is required from 30 minutes prior to the event and lasts until 30 minutes after the event.

## **ACCESS**

*Access cards are used in our parish. Users will need to sign for these during our office hours; charges are applicable for lost or damaged cards/keys.*

Users are responsible for the facility from the time that they request it to until the time that they leave. The user must have someone present when the facility is unlocked at all times.

## **SET-UP & TAKE-DOWN.**

The parish maintenance staff has no capability for the set-up and take-down of rooms for meetings and functions. The facility user should expect to set-up and takedown for their function using their own organizational members, volunteers or attendees.

For parish staff members, the general rule is that the appropriate staff group is expected to set-up and takedown using organizational members, volunteers or attendees as practical. Parish or large event support may be available if requested. Include a set up diagram on a separate sheet, along with a copy of the schedule request, when the initial request is submitted.

For parish organizations with seniors or individuals that are not physically able to set up a tables or chairs, the maintenance staff may assist where necessary. This must be planned for on the Facility Scheduling Request and may be approved if appropriate and possible.

Any specific information required for the event must be submitted on the Facility Request Form so that we can be sure that needed items are available and pre-positioned in the facility before use. The parish reserves the right to either cancel and/or restrict future use of our facilities for failure to turn in a request in a timely manner.

## **PRE-EVENT MEETING.**

Users are requested to have a pre-event meeting (in person or telephone) with the parish Maintenance Director (or designated representative) at least one week in advance of the scheduled event if it is necessary. This will help to update the Facilities Request and enable both the user and the parish to attend to any details so that a “last minute crisis” can be avoided.

## **SUPERVISION.**

The parish requires that users of our facilities supervise their guests and children at all times. Children are not to be left unattended or allowed to “room free” in the facility or on campus. For example, children are not to climb and sit on the gym bleachers when they are closed against the wall.

## **CLEAN UP.**

All of our facilities have guidelines on what is expected for cleanup before you depart the facility. These instructions are available when the facility is reserved. Basic cleaning and pick up is expected. See Enclosure 6.

## **CANCELLATIONS.**

The parish Facilities Scheduler must be immediately informed of any cancellations. A primary reason is that the heating and air conditioning for our facilities is determined by what is scheduled. Failing to give notice of a cancellation means that we are heating or cooling facilities that are not being used, costing the parish unnecessary expense. Not informing the Facility Scheduler of cancellations could, at the discretion of the pastor, result in the loss of facility privileges to using individuals and/or organizations.

## **CURFEW.**

Small group meetings and events are expected to end at 8:30 PM and to vacate the building no later than 9:00 PM. Special events require permission to go beyond 9:00 PM.

## **RATES & FEES.**

At this time we do not rent our facilities.

## MISCELLANEOUS.

- No glass containers are permitted for safety reasons.
- No Silly String, Silly Putty, etc.
- Food or drinks are allowed only in specified areas.
- No colored juices or drinks are permitted in carpeted rooms or the gym floor area of the Activity Center floor to prevent damage.
- ALL parish facilities are **NON SMOKING**.
- Exterior doors are not to be propped open.
- No tape, glue, staples, nails or pins are to be used on walls in any parish or school facility. Staples, pins and tape are permitted **only** on a cork strip, if provided in the facility.
- No burning candles, of any size, or open flame is permitted in any room or facility with the exception of the church.
- Extra care is expected when school classrooms are used. Student and teacher desks, supplies, etc. are not to be disturbed or used.
- Organizations are not permitted to store items, equipment or supplies in any facility. We suggest that organizations purchase storage totes or containers and have their members bring in what is needed for each event.
- Coffee and supplies are available in the Pius XII Catechetical Center kitchen, Parish Hall kitchen, and Activity Center Cafeteria kitchen; it is the responsibility of the using organization to make their own coffee and clean up. If you will have a large group, plan ahead so that we can have adequate supplies available by communicating with your Parish Liaison.

The Parish reserves the right to modify, adjust, add or delete to this policy at any time, without notice, for the best interests of the parish.



# St. Elizabeth Ann Seton Catholic Church Ministry Leadership Guidelines

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To help ensure that the St. Elizabeth Ann Seton groups/organizations/ministries/communities operate as effectively as possible, the following guidelines have been developed for the parish staff and volunteers.

## **Recommended Leadership Positions**

- Coordinator–(Three-year term limit)
- Co-Coordinator
- Secretary
- Treasurer(if applicable)
- Staff Ministry Liaison

\*To foster inclusivity, we advise that each individual takes on the leadership or coordination of only one ministry per fiscal year.

## **Ministry Renewal/New Ministry Application**

The Ministry Coordinator should fill out the Ministry Renewal Form online annually by July 31st of the fiscal year. The renewal or new application will be assigned to a SEAS Parish Liaison to assist all ministry business conducted on SEAS Campus. Please note renewals are not viewed and approved until the new fiscal year and does not give a ministry priority for early submissions. All renewals are reviewed equally and approved annually as space allows on campus.

## **Ministry Calendar**

Ministry Leadership should prepare a meeting calendar in advance. When preparing the calendar, the dates of major holidays and Holy Days of Obligation should be taken into account. Once the dates and times are set, the calendar should be submitted to SEAS Parish Liaison to assign the meeting location in eSPACE.

## **Ministry Roster**

Ministry Leadership should use Planning Center Online (PCO) Groups to create a ministry roster and communicate with ministry members, updating as necessary. Enclosed is a PCO Groups roster template.

## **Meeting Agenda**

The Ministry Chair should prepare and distribute the meeting agenda approximately one week before the meeting. When distributing the agenda, the chair should ask members to submit additional agenda topics that they feel need to be on the agenda.

All agendas must include an opening and closing prayer. It is suggested that at each meeting volunteers are asked to lead the opening and closing prayers at the upcoming meeting. If there are new Ministry members or guests in attendance at the meeting, everyone should be asked to briefly introduce themselves.

## **Meeting Minutes**

Minutes should be taken and distributed at all Ministry meetings. Normally the secretary will perform this function. It is recommended that the minutes be distributed to all committee members within a week of the meeting. Enclosed is a meeting minutes template.

## **Other Items**

- All groups/organizations/ministries/communities that meet on campus should be aligned with St Elizabeth Ann Seton's Mission Statement and Vision Statement
- All meetings must begin and end in prayer.
- Access cards are used in our parish. Users will need to sign for these during our office hours; charges are applicable for lost or damaged cards/keys
- Respond in a timely manner to anyone interested in joining your group/organization/ministry/community
- Continue to cultivate, as you are entrusted to lead people to a deeper relationship with God and form missionary disciples in your Community Leadership role

DIOCESE OF FORT WORTH  
VOLUNTEER DRIVER INFORMATION SHEET

Driver

Name \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Birth  
 Address \_\_\_\_\_ Security # \_\_\_\_\_ Social  
 Driver's License # \_\_\_\_\_ Phone \_\_\_\_\_ #  
 \_\_\_\_\_ Date  
 of Expiration \_\_\_\_\_

Vehicle That Will Be Used:

Registered Owner \_\_\_\_\_ Model of Vehicle \_\_\_\_\_  
 Address of Owner \_\_\_\_\_ Make of Vehicle \_\_\_\_\_  
 License Plate # \_\_\_\_\_ Registration Expiration  
 \_\_\_\_\_ Inspection Expiration \_\_\_\_\_

(If more than one vehicle is to be used during the period of time you are volunteering, please provide the information for each vehicle on a separate sheet of paper.)

If you are not the registered owner of the vehicle/s you will be using, do you have the owner's permission to drive the vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No

To the best of your knowledge, is the vehicle in good working order and is it properly maintained (oil changes, brakes checked, tires checked, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Insurance Information

Insurance \_\_\_\_\_ Company \_\_\_\_\_ Policy \_\_\_\_\_ Name  
 \_\_\_\_\_ #  
 of Expiration \_\_\_\_\_ Date  
 Liability \_\_\_\_\_ Limits \_\_\_\_\_ of \_\_\_\_\_ Policy\*  
 \_\_\_\_\_

\*The minimum acceptable limits for liability is \$100,000/\$300,000/\$25,000.

CERTIFICATION

Have you had any accidents or moving violations in the past three years? \_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please specify, including date \_\_\_\_\_

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current registration and license for my vehicle, have a current state vehicle inspection and have the required insurance coverage in effect on any vehicle used for transportation.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Catholic Diocese of Fort Worth

## Use of Social Media for Volunteers

Pope Benedict XVI noted at the 44th World Day of Communications that “greater communion in ways that were unthinkable in the past” provide a way to evangelize our Catholic faith. Pope Benedict was referring to what we today call “social media” in its many forms.

Social media includes, but is not limited to, Facebook, Twitter, websites, blogs, e-mail, texting, Instant Messaging, online video and chat rooms. Because social media is so easy to use, so individualized and accessed in real time, it is essential that volunteers understand the diocesan policies governing their use.

The Diocese of Fort Worth asks all volunteers who participate in social media to review and follow the standards outlined in the Social Media Policy.

The following **DO** and **DON'T** represent a summary of key points of the social media policy but is not meant to replace the official diocesan policy. It should also be used as a guide for your behaviors in your personal social media because you are a Catholic volunteer and a role model for the faithful.

### DO:

- Do use social media as a form of evangelization of the faithful.
- Do create and maintain your social media with Christian charity, good judgment and respect for truth.
- Do use your official parish or ministry logo to clearly identify your parish or ministry social media.
- Do have at least two approved site administrators with access to the password – the password should never reside with only one person.
- Do monitor and update your social media site frequently to ensure it is fresh and contains no inappropriate information.
- Do identify yourself as an employee or volunteer on your personal social media, add a disclaimer found in the policy that makes it clear the ideas expressed are not the Diocese's position.
- Do recognize that all social media is by nature public.

### DON'T:

- Don't use social media to access or pass on inappropriate sites.
- Don't use official Catholic social media for personal communications.
- Don't disclose confidential parish or diocesan information on personal social media.
- Don't use official diocesan or parish crest or logos on personal social media.
- Don't use language that can be interpreted as obscene, offensive, or having sexual overtones on official or personal social media.
- Adult volunteers cannot use social media to communicate with non-family children under age 18 without specific parental permission.
- Don't cause scandal or embarrassment to the parish or Diocese while using social media.

